

A regular meeting of the Municipal Civil Service Commission convened on Monday, March 26, 2001, with Priscilla R. Tyson and Grady L. Pettigrew present. Commissioner Douglas Morgan arrived shortly after the meeting convened.

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RE: *Review and approval of the February 26, 2001, regular meeting minutes.*

This item was deferred to later in today's meeting.

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RE: *Review of the results of the pre-hearing conferences for the following appeals:*

1. *Willie McGrew vs. Columbus Public Schools, Appeal No. 00-BA-0023. Intervention Aide – Discharge – Trial Board scheduled for September 10, 2001.*
2. *Earl C. Collins vs. Columbus Public Schools, Appeal No. 00-BA-0025. Custodian II – Discharge – Trial Board scheduled for October 15, 2001.*

PRESENT: Theresa Lynn Carter, Deputy Executive Director

Ms. Carter appeared before the Commissioners and reported on the results of two pre-hearing conferences conducted earlier today.

Willie McGrew – Intervention Aide, Columbus Public Schools; discharged based on job abandonment. The basis of Mr. McGrew's appeal is on the merits and mitigation. Mr. Braverman, for Columbus Public Schools, will have three witnesses. Mr. Drabick, for the appellant, will have three witnesses and intends to issue one additional subpoena. Mr. Braverman anticipates four exhibits and estimates two to three hours to present his case. Mr. Drabick has two exhibits and also estimates two to three hours to present his case. Both attorneys agree that this case should be completed in one afternoon.

Earl C. Collins - Custodian II, Columbus Public Schools; discharged based on prior conviction on a drug-related charge. According to Ohio Revised Code this conviction is a disqualifying factor for a person employed in a position which involves being around children. Mr. Collins did not disclose this conviction at the time he was hired and when it was discovered, he was discharged. Mr. Braverman, for Columbus Public Schools, intends to call two witnesses and anticipates two or three exhibits. Mr. Drabick will call Mr. Collins as a witness. This case should not take more than one and one-half hours. It should be noted that correspondence sent to Mr. Collins has been returned to sender so it is not clear whether Mr. Collins can be contacted and/or plans to attend.

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RE: *Rule Revisions*

No Rule revisions were submitted this month.

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RE: *Request of appellant Jimmie J. Spragg, Police Officer, to withdraw the appeal he filed with the Civil Service Commission on January 19, 2001 - Appeal Number 01-CA-0002.*

A motion was made, seconded and passed to approve Mr. Spragg's request to withdraw his appeal.

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RE: *Request of appellant Tondalaya Davis to withdraw the appeal she filed with the Civil Service Commission on June 1, 2000 – Appeal Number 00-BA-0017.*

A motion was made, seconded and passed to approve Ms. Davis' request to withdraw her appeal.

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RE: *Review and approval of the 2001 Civil Service Commission Supplemental Trial Board Schedule.*

A motion was made, seconded and passed to approve the 2001 Civil Service Commission supplemental Trial Board Schedule.

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RE: *Review of the findings and recommendations of the Trial Board for the hearing held on February 12, 2001: Fred P. Smith, Jr. – Appeal Number 00-BA-0016.*

This item was deferred to later in today's meeting.

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RE: *Request of the Columbus Public Schools to merge the classifications Food Service Manager (Class Code 877) with Food Service Manager II (Class Code 878), revise and retitle it to read Food Service Manager (Class Code 877) and allow all affected incumbents to retain their current appointment type and classification seniority.*

PRESENT: Wayne Christie, Personnel Analysis Supervisor, Columbus Public Schools

The Columbus Public Schools has recently successfully concluded negotiations with the Columbus School Employee Association. Both parties determined, after reviewing the classes of Food Service Manager I and Food Service Manager II, that the duties and responsibilities of these two classes are identical. It was agreed that these two classes should be merged into one.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Columbus Public Schools to create the classification specification Personnel Administrative Coordinator, assign a probationary period of 270 days and designate the examination type as noncompetitive.*

PRESENT: Wayne Christie, Personnel Analysis Supervisor, Columbus Public Schools

Wayne Christie presented this request from Columbus Public Schools to create a Personnel Administrative Coordinator classification to coordinate the functions and work flow of the centralized classified personnel office of the school system. It was requested that the examination type be designated as noncompetitive and that a 270-day probationary period be designated for this classification.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Coordinator of Volunteer Services and Education with no revisions (Class Code 1766).*

RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Procurement Manager with no revisions (Class Code 0776).*

RE: *Request of the Civil Service Commission Staff to approve the specification review for the classification Community Relations Coordinator with no revisions (Class Code 0796).*

RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Legal Investigator I with no revisions (Class Code 1994).*

RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Legal Investigator II with no revisions (Class Code 1995).*

RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Legal Investigator III with no revisions (Class Code 1996).*

PRESENT: Tamira Rollins, Personnel Administrative Officer

Tamira Rollins presented the request from the Civil Service Commission staff to approve the specification review of the above classifications with no revisions. After reviewing the classifications and

meeting with department and division representatives, in all cases it was agreed that no revisions are required at this time.

A motion to approve the requests was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Executive Assistant to the City Attorney (U) [Class Code 0787].*

PRESENT: Tamira Rollins, Personnel Administrative Officer

Tamira Rollins presented this request to revise Executive Assistant to the City Attorney (U) in order to broaden and expand its use to include positions that serve as an executive staff member and are responsible for the management and supervision of activities that support the legal functions. Positions allocated to this classification would be non-attorneys who would supervise non-attorney staff, both professional and support. The proposed revisions would allow the Executive Assistant to the City Attorney (U) to function similarly to the Executive Assistant to the Director classification used in other departments but at a slightly lesser level of responsibility.

It was requested that the definition be revised to read, “is responsible for performing at an executive level by developing policies for and advising the City Attorney regarding the direction and management of activities that support and enhance the legal functions in the City Attorney Office.” The examples of work section was revised to be more reflective of the type of work that would or could be performed by positions allocated to this classification. As an unclassified classification, the appointing authority has full discretion in hiring qualified individuals to perform the assigned duties and responsibilities with the minimum qualifications, knowledge, skills and abilities and probationary period being formally stated on the classification specification.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Public Safety Director (U) [Class Code 0072].*

PRESENT: Tamira Rollins, Personnel Administrative Officer

Tamira Rollins presented the Commission’s request to revise the specification for the classification Public Safety Director (U) as part of the Commission’s ongoing policy of reviewing classifications that have not been reviewed for five (5) years or more. This classification was last reviewed in August of 1995. There is one position incumbent serving in this classification. Upon discussion with a representative from the department, it was requested that the examples of work section be revised to better exemplify the type and range of responsibilities performed by the Public Safety Director (U).

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to create the classification specification for Budget Management Officer, assign a probationary period of 365 days, designate the examination type as noncompetitive and amend Rule XI accordingly.*

Request of the Civil Service Commission staff to reallocate one (1) position (45-01-00046) in the Fiscal Manager classification (Class Code 1253) to the proposed Budget Management Officer classification and allow the affected incumbent to retain her current status and seniority.

PRESENT: Tamira Rollins, Personnel Administrative Officer

Tamira Rollins presented the Commission’s request to create the classification Budget Management Officer in response to concerns raised by some of the incumbents in the Fiscal Manager classification who believed that their Hay grade recommendations did not adequately represent the responsibilities assigned to their positions, especially for those positions at the department level, compared to those serving at the division level. The results of this re-evaluation revealed that there was no significant distinction in responsibilities assigned to positions at the department versus the division however there was significant differentiation in the responsibilities assigned to one position located in Finance. This position is charged with the responsibility of overseeing and monitoring the entire budgeting process for the

City. This includes reviewing and potentially revising or recommending revisions to the budgets and other fiscal reports submitted by the Fiscal Managers in the departments and divisions. It was therefore recommended that the classification Budget Management Officer be created.

By definition, the proposed Budget Management Officer would be responsible for planning, directing and coordinating budget activities for the City. The following guidelines for class use was added, "This is a single position classification to be used only by the Department of Finance". The examples of work were developed based upon information provided by the position incumbent from a position questionnaire and interview. The minimum qualifications require possession of a bachelor's degree and five years of professional experience in accounting, finance, budget development, business or public administration or other closely related field. A Master's degree in public or business administration could be substituted for one year of the require experience. The knowledge, skills and abilities were developed to support the examples of work and minimum qualifications. It was recommended that the examination type be designated as noncompetitive and the probationary period be assigned 365 days.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to create the classification specification for Grants Management Coordinator, assign a probationary period of 365 days, designate the examination type as noncompetitive and amend Rule XI accordingly.*

Request of the Civil Service Commission staff to reallocate one (1) position (45-01-00050) in the Federal and State Programs Coordinator classification (Class Code 0790) to the proposed Grants Management Coordinator classification and allow the affected incumbent to retain his current status and seniority.

PRESENT: Tamira Rollins, Personnel Administrative Officer

Tamira Rollins presented the Commission's request to create the classification Grants Management Coordinator. While this position currently exists and is functioning in the Department of Finance, the classification to which the position is allocated is a moderate fit. There are important duties not covered by the current classification that are unique to the Finance position that should be addressed in the class specification. Since the current classification is available for use throughout the City and revisions based upon the work done only in Finance would compromise the accuracy of the current specification, staff recommended the creation of this new classification.

By definition, this position would be responsible for coordinating the financial and regulatory implementation of the HUD entitlement grants and for coordinating grantsmanship activities for the City. A guidelines for class use was added to provide information to the Department as to when position allocation to this classification is appropriate. The examples of work statements were developed based upon information provided from an interview with the position incumbent. The proposed minimum qualifications would require possession of a bachelor's degree and four years of professional experience in finance, accounting, grants management, business or public administration or other related field. A substitution was proposed that would allow a master's degree to substitute for one year of the required experience. The knowledge, skills and abilities were developed to support the examples of work and minimum qualifications. It was recommended that the examination type be designated noncompetitive and the probationary period be designated at 365 days.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise and retitle the classification specification of Budget Management Analyst to read Budget Management Specialist, designate the examination type as noncompetitive and amend Rule XI accordingly (Class Code 0857).*

Request of the Civil Service commission staff to reallocate three (3) positions (45-01-00060, 45-01-00051 and 45-01-00055) in the Administrative Analyst II classification (Class Code 0780) to the proposed Budget Management Specialist classification and allow the affected incumbents to retain their current status and seniority.

PRESENT: Tamira Rollins, Personnel Administrative Officer

Tamira Rollins presented the Commission's request to revise the classification specification for Budget Management Analyst to conform more closely to the manner in which this classification is to be

used within the Department of Finance and to retitle it to read Budget Management Specialist. By definition the proposed Budget Management Specialist classification would be responsible for analyzing fiscal and related activities of assigned City departments, divisions or agencies. A guidelines for class use was added to provide information to the Department as to when position allocation to this classification is appropriate. No changes were recommended to the examples of work section of the specifications. The proposed minimum qualifications would require possession of a bachelor's degree and four years of professional experience in finance, accounting, grants management, business or public administration or other related field. A substitution was proposed that would allow a master's degree to substitute for one year of the required experience. No changes to the knowledge, skills and abilities were recommended. It was recommended that the examination type be designated noncompetitive and the probationary period be designated at 365 days.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to merge the classification Refuse Collection and Vehicle Operator (Manual) [Class Code 3923] into Refuse Collection Vehicle Operator (Automated) [Class Code 3922], revise and retitle the classification to read Refuse Collection Vehicle Operator I, amend Rule XI accordingly and allow all position incumbents to retain their classification seniority and status.*

This item was deferred.

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RE: *Request of the Civil Service Commission staff to create the classification Refuse Collection Vehicle Operator II, designate the examination type as competitive, assign a probationary period of 270 days and amend Rule XI accordingly.*

Request of the Civil Service Commission staff to reallocate designated positions in the current Refuse Collection Vehicle Operator (Automated) classification (Class Code 3922) to the proposed classification Refuse Collection Vehicle Operator II classification and allow all affected incumbents in the positions being reallocated to retain their current classification status and seniority.

This item was deferred.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification License Officer, change the probationary period to 365 days and amend Rule XI accordingly (Class Code 1891).*

PRESENT: Michael Maloney, Personnel Analyst II

Michael Maloney presented this request as part of the Commission's objective to review classifications every five years. This classification was last reviewed in May of 1995.

No revisions to the definition were recommended. Revisions to the examples of work were recommended to more accurately reflect the work performed by the incumbents. Revisions to the minimum qualifications were recommended to clarify the nature of the required experience. General knowledge of investigative techniques or methods was added to the knowledge, skills and abilities section of the specification. It was recommended that the examination type remain designated competitive and that the probationary period be extended from 270 to 365 days.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to merge the classification Hearing Officer (Class Code 0896) with the classification Labor Relations Coordinator (Class Code 0218), revise and retitle it to read Labor Relations Specialist, allow all affected incumbents to retain their current appointment type and classification seniority and amend Rule XI accordingly.*

PRESENT: Barbara Crawford, Personnel Analyst II

Barbara Crawford, Personnel Analyst II, presented the request to merge Hearing Officer into the classification Labor Relations Coordinator and revise and retitle it to read Labor Relations Specialist. The merger was requested because the duties and responsibilities of these two classifications overlap with respect to such issues as collective bargaining agreements, labor relations policies, disputes and grievances. There is one incumbent with permanent status in each of these two classifications, both in the Department of Human Resources. The definition of the proposed classification combines the language from both classifications and is proposed to read "Under general direction, is responsible for analyzing labor contract compliance, conducting labor relations research, and/or adjudicating grievances and disputes regarding collective bargaining agreements and city work rules." The examples of work were recommended for revision to reflect the combined duties and responsibilities of the proposed new classification. No revisions to the guidelines for class use or minimum qualifications were recommended. However, revisions to the knowledge, skills and abilities section of the proposed specification were recommended. It was also recommended that the probationary period remain at 365 days and that the examination continued to be designated as noncompetitive.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Software Engineer (Class Code 0585).*

This item was deferred.

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RE: *Request of the Civil Service Commission staff to create the classification of Public Health Administrator (Clinical and Prevention Services), designate the classification as noncompetitive, assign a 365 day probationary period and amend Rule XI accordingly.*

PRESENT: Donald White, Personnel Analyst Supervisor

Donald E. White presented the Commission's request to create this classification as a result of the reorganization of the Health Department to improve health services delivery. Currently there are three assistant administrators reporting to the health commissioner. Under the new organizational structure, there will be five administrators reporting to two assistant commissioners. Each administrator will be responsible for a broad functional area within the Health Department.

By definition, the Public Health Administrator (Clinical and Prevention Services) will be responsible for the administration of the Clinical and Prevention Services area of the Health Department. The examples of work section of the specification were created to accurately describe the typical duties performed by an individual in this classification. The minimum qualifications include possession of a bachelor's degree and six years of management or administrative experience in a medical service agency or health care delivery setting. A master's degree may substitute for one year of the required experience. The knowledge, skills and abilities were written to reflect the need for significant education and public health programming knowledge. It was recommended that this classification be designated noncompetitive in accordance with Rule IV and the requirement for significant education and experience in public health management/administration. It was further recommended that the probationary period be designated 365 days.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to create the classification Public Health Administrator (Health Assessment, Planning and Promotion), designate the classification as noncompetitive, assign a 365-day probationary period and amend Rule XI accordingly.*

PRESENT: Donald White, Personnel Analyst Supervisor

Donald E. White, Personnel Analyst Supervisor, presented the Commission's request to create this classification as a result of the reorganization of the Health Department to improve health services delivery. Currently there are three assistant administrators reporting to the health commissioner. Under the new organizational structure, there will be five administrators reporting to two assistant commissioners. Each administrator will be responsible for a broad functional area within the Health Department.

By definition, this classification would be responsible for the administration of the Health Assessment, Planning, and Promotion (HAPP) area of the Columbus Health Department. Examples of

work were developed to illustrate the types of duties and responsibilities to be performed by this classification. The minimum qualifications include possession of a bachelor's degree and six years of experience in a management or administrative level position involving planning, implementing, coordinating and/or evaluation programs in health care or a related field. The proposed knowledge, skills and abilities reflect the need for significant education and public health programming knowledge, including thorough knowledge of the principles and practices of public health administration. It was recommended that the examination type be designated noncompetitive with a 365-day probationary period.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Public Health Assistant Commissioner (Ambulatory Services), retitle it to read Public Health Administrator (Infectious Diseases) and revise Rule XI accordingly (Class Code 0255).*

PRESENT: Donald White, Personnel Analyst Supervisor

Donald E. White, Personnel Analyst Supervisor, presented this request as part of the Commission's ongoing effort to update all specifications at least every five years and as a result of the Health Department's reorganization to improve health services delivery. Currently there are three assistant administrators reporting to the health commissioner. Under the new organizational structure, there will be five administrators reporting to two assistant commissioners. Each administrator will be responsible for a broad functional area within the Health Department.

Currently the Public Health Assistant Commissioner (Ambulatory Services) position is vacant and the classification is no longer needed. It was therefore recommended that this classification be retitled Public Health Administrator (Infectious Diseases). By definition, this classification is responsible for the administration of the Infectious Diseases area of the Health Department. The examples of work section of the specification were revised to more accurately describe the typical duties performed by an individual in this classification. The minimum qualifications were revised to require possession of a bachelor's degree and six years administrative or management experience in a medical service or health care delivery setting. The knowledge, skills and abilities section of the specification were revised to require significant knowledge of the science and treatment of infectious diseases. It was requested that the probationary period remain designated 365 days and that the examination type remain noncompetitive.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Public Health Assistant Administrator (Nursing and Rehabilitation), retitle it to read Public Health Administrator (Home Care and Hospice), extend the probationary period to 365 days and revise Rule XI accordingly (Class Code 1653).*

PRESENT: Donald White, Personnel Analyst Supervisor

Donald E. White presented this request as part of the Commission's ongoing effort to update all specifications at least every five years and as a result of the Health Department's reorganization to improve health services delivery. Currently there are three assistant administrators reporting to the health commissioner. Under the new organizational structure, there will be five administrators reporting to two assistant commissioners. Each administrator will be responsible for a broad functional area within the Health Department.

The Nursing and Rehabilitation division is being eliminated and replaced by the Home Care and Hospice area. It was therefore requested that Public Health Assistant Administrator (Nursing and Rehabilitation) be retitled to read Public Health Administrator (Home Care and Hospice).

It was recommended that the definition be revised to reflect responsibilities for home care and Hospice. The examples of work were revised to more accurately describe the functions of this classification. The minimum qualifications were revised to require possession of a bachelor's degree, possession of a valid State of Ohio License as a Registered Nurse and six years of management or administrative experience in a position involving planning, implementing, coordinating and evaluating programs in a health care, public health or health education setting. In accordance with Commission policy regarding noncompetitive classifications, it was recommended that the probationary period be extended to 365 days. No revisions to the knowledge, skills and abilities or the noncompetitive examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Public Health Assistant Administrator (Environmental Health), extend the probationary period to 365 days and amend Rule XI accordingly (Class Code 0261).*

PRESENT: Donald White, Personnel Analyst Supervisor

Donald E. White presented the Commission's request to revise this classification as a result of the reorganization of the Health Department to improve health services delivery. Currently there are three assistant administrators reporting to the health commissioner. Under the new organizational structure, there will be five administrators reporting to two assistant commissioners. Each administrator will be responsible for a broad functional area within the Health Department.

Because there will no longer be an Environmental Health Division, it was requested that language referring to "division" be deleted. Minor revisions to the examples of work section were recommended in anticipation of the upcoming organization changes. The minimum qualifications were recommended for revision in order to be consistent with other classifications at the manager's level. In addition, this classification is responsible for supervising Public Health Sanitarians IV, a classification that requires four years of experience, so the addition of five years of experience is logical. No revisions to the knowledge, skills and abilities were recommended. It was recommended that the examination type remain designated noncompetitive but that the probationary period be extended from 270 to 365 days.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the classification Property Maintenance Inspection Trainee (Class Code 1789).*

PRESENT: Donald White, Personnel Analyst Supervisor

Donald White, Personnel Analyst Supervisor, presented the Commission's request to revise the specification for the classification Property Maintenance Inspection Trainee. A number of individuals transferring to the Department of Trade and Development (in conjunction with the transfer of the environmental surveillance program functions) will be reallocating to the Property Maintenance Inspection Trainee classification. The Department of Trade and Development requested several revisions to this specification to reflect a change in responsibilities.

The definition was revised to include responsibility for performing limited exterior inspections of properties. The examples of work currently focus on the learning aspect of this classification so revisions were added to incorporate the actual inspection work that will now occur. No revisions to the guidelines for class use, minimum qualifications or knowledge, skills and abilities were recommended. It was recommended that the probationary period remain at 365 days and that the examination type remain competitive.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Purchasing Expediter (Class Code 0783).*

PRESENT: Jennifer Hutchinson, Personnel Analyst II

Jennifer Hutchinson presented the Commission's request to revise the specification for the classification Purchasing Expediter as part of the Civil Service Commission's effort to review all classifications at least every five years. This classification was last reviewed in February of 1996. There are currently thirteen incumbents in this classification.

No revisions to the definition were recommended. Additions to the examples of work better specify the duties performed by Purchasing Expeditors. No revisions were recommended to the minimum qualifications or knowledge, skills and abilities sections of the specification. It was recommended that the probationary period remain at 365 days and that the examination type remains designated at competitive.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Police Chief (Class Code 3061).*

PRESENT: Barbara McGrath, Executive Director

Barbara McGrath, Executive Director, presented the Commission's request to revise the specification for the classification Police Chief. This revision was initiated as part of the Commission's efforts to update classifications that have not been reviewed within the last five years. This specification has not been reviewed since 1973. There is currently one incumbent in this classification. It was recommended that the examination type remain noncompetitive and that the probationary period remain at 365 days.

Revisions to the definition were proposed to be more succinct and to remove the term "administrative" to reflect the terms in the City Charter. Significant revisions were proposed to the examples of work section of the specification to better reflect the current duties performed by the incumbent in this classification. The minimum qualifications section of the specification was recommended for revision to reflect current industry standards. The proposed increase in the educational requirement in the year 2006 will follow the contractual educational requirement to occur in the year 2005 for the rank of Police Deputy Chief (the rank just below that of Police Chief). Police Deputy Chief and Police Commander ranks are proposed to be eligible for the rank of Police Chief to allow a greater pool of candidates from which to draw. No changes to the knowledge, skills and abilities section were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *RESIDENCY REQUIREMENT REVIEWS.*

No residency reviews were submitted this month.

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RE: *ADMINISTRATIVE/JURISDICTIONAL REVIEWS.*

This item was deferred to later in today's meeting.

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RE: *PERSONNEL ACTION.*

This item was deferred to later in today's meeting.

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The Commission recessed its meeting at 1:30 p.m. to consider deferred items.

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The Commission reconvened its meeting at 1:45 p.m.

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RE: *Review and approval of the February 26, 2001, regular meeting minutes.*

The minutes were approved as written.

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RE: *ADMINISTRATIVE/JURISDICTIONAL REVIEWS.*

Review of the appeal of Patricia A. Hord regarding the disapproval of her application for the Accountant II examination at the Columbus Public Schools – Appeal No. 01-BA-0003.

The Commissioners reviewed Ms. Hord’s appeal and all related documentation regarding the disapproval of her application for the Accountant II examination at Columbus Public Schools. Based upon this review, the Civil Service Commission upheld the disapproval of Ms. Hord’s application and decided to dismiss her appeal without a hearing.

Review of the appeal of Madison J. McRae, Jr. regarding the action of the Columbus Public Schools in giving him a written reprimand – Appeal No. 01-BA-0006.

The Commissioners reviewed the appeal Mr. McRae filed regarding a written reprimand he received while employed as a Bus Driver at the Columbus Public Schools. There is no provision in the Ohio Revised Code as it pertains to school employees serving in the classified service for the appeal of a written reprimand. Accordingly, the Commission determined it has no authority or jurisdiction over Mr. McCrae’s appeal and dismissed it without a hearing.

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RE: *BACKGROUND ADMINISTRATIVE REVIEWS*

Police Officer Applicants Removed During the Prescreening Process March 26, 2001	
Mark Brooks	Traffic (E.3)

The Commission reviewed the file of a police officer applicant for an administrative review of the decision of the Executive Director to reject his application due to a violation of the background standards for police officers during the pre-screening process.

The Commission decided that the application of Mark Brooks would not be accepted and Mr. Brooks would not be permitted to take the police officer test.

Background Administrative Reviews January 17, 2001		
Edward P. Rump	Police Officer	01-BR-009

The Commissioners reviewed Edward P. Rump’s file and decided not to reinstate his name to the police officer eligible list.

Background Administrative Reviews March 8, 2001		
Jessica R. Wooten	Police Officer	01-BR-018
Ernie E. Davis	Police Officer	01-BR-021
Andrew M. Lunn	Firefighter	01-BR-022
Charles S. Banig	Police Officer	01-BR-023
Beau G. Christenson	Police Officer	01-BR-024
Robert S. Madden	Police Officer	01-BR-025
Todd Frizzell	Police Officer	01-BR-026
Michael W. Morgan	Police Officer	01-BR-028
Randolph R. Foston	Police Officer	01-BR-029

The Commissioners reviewed the files of Jessica R. Wooten, Ernie E. Davis, Charles S. Banig, Michael W. Morgan and Randolph R. Foston and decided their names would not be reinstated to the police officer eligible list.

After reviewing the files of Beau G. Christenson, Robert S. Madden and Todd Frizzell, the Commissioners decided their names would be reinstated to the police officer eligible list.

The Commissioners reviewed Andrew M. Lunn’s file and decided his name would be reinstated to the firefighter eligible list.

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RE: *Review of the findings and recommendations of the Trial Board for the hearing held on February 12, 2001: Fred P. Smith, Jr. – Appeal Number 00-BA-0016.*

The Commissioners adopted the recommendation of the Trial Board to affirm the action of the Appointing Authority suspending Mr. Smith from the position of bus driver for five workdays.

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RE: *Request of the Civil Service Commission staff to deem Krista McAfee and Deborah Malmevik qualified for the preferred eligible list for Property Maintenance Inspection Trainee (Class Code 1789).*

A motion to approve the request was made, seconded and passed unanimously.

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The Commission adjourned its meeting at 1:47 p.m. to hear a police officer disciplinary appeal.

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RE: *Hearing on the merits of the appeal of Charles R. Gordon from the action of the Department of Public Safety, Division of Police, suspending him for 160 hours from the position of Police Officer - Case No. 00-CA-0007.*

Commission President Tyson read the charges and specifications into the record.

Charge I: You are hereby charged with violating **Rule of Conduct 1.07**, which states: “Division personnel are to obey any lawful order of a superior or any order relayed from a superior by an employee of the same or lesser rank. Insubordination includes, but is not limited to, any language or action directed toward a superior which is disrespectful, mutinous, insolent or abusive.”

Specification I: On or about November 9, 1999, at approximately 6:10 p.m., Officer Charles R. Gordon #1132 disobeyed a direct order from a superior. Sergeant Gary S. Mathias #5147 ordered Officer Gordon to assist Officer Joseph W. Cartmille, Jr. #1446 with post flight maintenance of police helicopter 552 CP. Officer Gordon failed to comply with the order of Sergeant Mathias.

Charge II: You are hereby charged with violating **Rule of Conduct 1.14(A)** which states: “Division personnel are to report for and remain on duty, at the time and place required by their assignment, or as ordered.”

Specification I: On or about November 9, 1999, at approximately 6:10 p.m., Officer Charles R. Gordon #1132 failed to remain on duty as ordered. Sergeant Gary S. Mathias #5147 ordered Officer Gordon to assist Officer Joseph W. Cartmille, Jr. #1446 with post flight maintenance of police helicopter 552 CP. Officer Gordon failed to comply with the order of Sergeant Mathias. Officer Gordon instead abandoned his assignment.

Appearances and preliminary matters were handled. Both parties agreed to a separation of witnesses and witnesses were asked to leave the room. Assistant City Attorney Pamela Gordon made her opening statements. John Waddy, attorney for Officer Gordon, made his opening statements.

Police Sergeant Gary Mathias - Assistant City Attorney Pamela Gordon called Sergeant Mathias on direct examination. Sergeant Mathias was sworn in by Commission President Tyson. Ms. Gordon submitted City Exhibits #1, #2 and #3. Sergeant Mathias was cross-examined by Mr. Waddy and answered questions from the Commissioners. Ms. Gordon further questioned Sergeant Mathias and submitted City Exhibit #4. The witness was excused.

Police Lieutenant Gregory Kulis – Assistant City Attorney Gordon next called Lieutenant Kulis on direct examination. Lieutenant Kulis was sworn in by Commission President Tyson. Lieutenant Kulis was cross-examined by Mr. Waddy, examined on re-direct by Ms. Gordon, answered questions from the Commissioners and was excused.

During a recess, the Commissioners met with both attorneys and it was agreed that all witnesses other than Lieutenant John Myers and the appellant, Officer Gordon, would be released.

Lieutenant John Myers – Assistant City Attorney Gordon called Lieutenant Myers as the City’s last witness on direct. Lieutenant Myers was cross-examined by Mr. Waddy, answered questions from the Commissioners and was excused.

Assistant City Attorney Gordon rested and requested that City Exhibits #1, #2, #3 and #4 be admitted into the record. The Commissioners admitted the exhibits.

Charles R. Gordon – Attorney Waddy called Charles R. Gordon (appellant) on direct examination. Officer Gordon was sworn in by Commission President Tyson. Officer Gordon was cross-examined by Ms. Gordon, answered questions from the Commissioners and was excused.

Attorneys Gordon and Waddy presented their closing statements. Commission President Tyson advised all parties that a decision would be announced at the April 30, 2001, regular Commission meeting.

The hearing was adjourned at 5:20 p.m.

* * *

Priscilla R. Tyson, Commission President

May 8, 2001
Date